



Legal Change of Name for Represented Adults

Information Guide

Alberta 

Represented adult - definition

- A represented adult is a person who is 18 years old or older.
- They have a legal guardian appointed by court order.
- The represented adult cannot lawfully make legal decisions.

Is a legal change of name is needed

A legal change of name may not be needed in the following situations. For more information, contact Vital Statistics. [Contact information](#) is at the end of this Information Guide.

- If assuming a spouse's last name through marriage, or reverting to a [maiden*](#) last name or previously married last name (after having assumed a married name), a legal change of name may not be needed. See [alberta.ca/getting-married](#) for details.
- If trying to correct an error and the person is born in Alberta, an amendment may be applicable rather than a legal change of name. See [alberta.ca/correct-birth-marriage-death-record](#) for details.
- If reclaiming an Indigenous name, [contact Vital Statistics](#) directly for special processing details.

Applicant Information Requirements (Section A on the application)

An applicant is the guardian completing the Legal Change of Name Application for Represented Adults form requesting the name change. The requirements in this section **only** apply to the applicant/guardian. They do not apply to the person whose name is being changed.

- Only a guardian of a represented applicant can be an applicant.
 - When there are multiple guardians, it does not matter which guardian is the applicant.
- The applicant completes a Legal Change of Name Application for Represented Adults form on behalf of the represented adult.

Guardian

- For the purpose of an Alberta legal change of name, a person is a guardian when they have been appointed
 - by an Alberta court per the Adult Guardianship and Trusteeship Act, or
 - by a court in another jurisdiction under legislation equivalent to Alberta.
- There are 2 kinds of guardians.
 - Public Guardian – is employed as a Public Guardian with the Government of Alberta.
 - Guardian – not a Public Guardian.
- A copy of the guardianship order (all pages) is required.
 - The represented adult and the guardian(s) must be named in the guardianship order.
- Take a copy of the guardianship order with the completed Legal Change of Name Application to a registry agent office.

Names that can be changed

- As an applicant, you may legally change a represented adult's name when you are their court appointed guardian.
- You cannot change the name of a deceased person.
- To legally change the name of a person who is not a represented adult, use the [Legal Change of Name Application form \(DVS 3132\)](#).

Alberta Resident

You (as the applicant) **must** be a resident of Alberta when you apply to legally change a represented adult's name. You **must remain a resident of Alberta** until the legal change of name is complete and a Legal Change of Name Certificate is issued.

- An Alberta resident is a person who
 - is lawfully entitled to be in Canada,
 - makes their home in Alberta, and
 - is ordinarily present in Alberta.
- If you are here on a work permit, visitor visa, study permit, or temporary residency permit you **may** qualify as a resident of Alberta. Speak with a registry agent for details.
- Guardian
 - As a "guardian", you **must** provide your current physical address in Alberta to support your residency. Do not record a post office box number, as that is not a physical address.
 - As a "public guardian", you must be employed as such in Alberta.

Applicant's Age

You (the applicant) **must** be either

- 18 years old or older;

OR

- **younger** than 18 years old **and** be one of the following:
 - legally married, or
 - widowed, or
 - divorced, or
 - living in an adult interdependent relationship (like common law), or
 - the parent of a child, or
 - the guardian of a child.

Proof of Identity Document

- You (the applicant) **must** provide an acceptable Proof of Identity Document that confirms your identity.
- An acceptable Proof of Identity Document **must** have **all** the following criteria.
 - It must have your picture **and** you must look like the picture.
 - It must have your [given name*](#) and [last name*](#), **or** your [mononym*](#).
 - It must have a unique identification number.
 - A Proof of Identity Document that
 - expires, must be valid at the time it is provided, **or**
 - does not expire, must have been issued within the last 5 years.
 - It must have been issued by a government body. For example: province or territory of Canada, federal government of Canada or the equivalent from another country.
- Examples of acceptable Proof of Identity Documents include: driver's licence, provincial ID card, permanent residency (PR) card, passport, treaty status card, etc. Other documents that meet the above criteria will be considered.
 - Documents, such as birth certificates and citizenship documents, are **not** acceptable as Proof of Identity Documents.
 - If you are a public guardian, you may use your GoA ID card when it meets the above criteria.
- Your name, as the applicant in Section A, must be exactly the same as it is on your Proof of Identity Document.
- Take your **original** Proof of Identity Document with the completed Legal Change of Name Application to a registry agent office. Faxes, photocopies, scans, etc. will be rejected.

Affidavit

- You (the applicant) must swear/affirm the Applicant's Affidavit for Legal Change of Name on page 5 of the Legal Change of Name Application form.
- Your name on the affidavit must be exactly the same as it is on your Proof of Identity document in Section A.
- There are 2 affidavits based on if you are a "guardian" or "public guardian."
 - Your response to the first question in Section A on the application will generate the correct affidavit for you to sign (Are you a Public Guardian employed with the Government of Alberta responsible for the represented adult identified in this legal change of name application?).
- Your signature on the affidavit must be original.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.
- Your affidavit must be commissioned; this can be done at a registry agent office.

Document Requirements

Legal Name Document

A valid Legal Name Document must be provided for the represented adult whose name is being legally changed.

- A Legal Name Document contains a person's [legal name*](#).
 - In Alberta, a legal change of name can only be processed for a legal name.
- A name assumed through marriage in Alberta is not a legal name. Although a person can legally assume their spouse's name after marriage, it is not a legal name for the purpose of a legal change of name. Speak with a registry agent if you are unsure.
- The Legal Name Document you must provide depends on where you are born (inside or outside Canada).
- A Proof of Identity Document is not the same as a Legal Name Document.

Born in Canada

When a person is born in Canada, their Legal Name Document is an **original** Canadian birth certificate.

- A person's legal name is their full name as it appears on their current Canadian birth certificate. This is their [given name*](#) (first and all middle names) and [last name*](#), or their [mononym*](#).
- Take the **original** birth certificate with the completed application to a registry agent office; faxes, photocopies, scans, etc. will be rejected.
 - If the person is born outside Alberta and they do not have an original birth certificate, they must get one from the province/territory in which they were born.
 - If the person is born in Alberta and they do not have an original birth certificate, Vital Statistics will locate their birth record (you do not have to purchase a new birth certificate for the Legal Change of Name application).
- All Canadian birth certificates **must be surrendered** as part of the Legal Change of Name Application as they will no longer reflect a person's legal name once the legal change of name is processed.
 - All surrendered birth certificates are destroyed when the legal change of name is processed. They are not returned to the person or sent to the jurisdiction of birth.
 - All surrendered Alberta birth certificates are replaced free of charge with new ones that reflect the new name.

Born outside Canada

When a person (whose name is being changed) is born outside Canada, their Legal Name Document is an original immigration document that shows the person is legally entitled to reside in Canada.

- A person's legal name is their full name as it appears on their immigration document which permits them to be in Canada. This is their [given name*](#) (first and all middle names) and [last name*](#), or their [mononym*](#).
 - If a name on an immigration document has been shortened (truncated) due its length, the truncated name is what will appear on the final Change of Name Certificate issued. If you want the full name (non-truncated name) on the Change of Name Certificate issued, a letter from Immigration & Citizenship confirming the non-truncated name must be provided with the Legal Change of Name Application to support the longer name.
- Examples of Legal Name Documents. Always provide a Canadian Citizenship or valid Permanent Residency card whenever possible.
 - Original Canadian Citizenship
 - Original Canadian Citizenship Certificate - issued on or after February 01, 2012
 - Original Canadian Citizenship Card - issued before February 01, 2012
 - The registry agent will take a photocopy of both sides of the citizenship document.
 - A Verification of Status letter from IRCC may be accepted in place of a certificate or card, check with the registry agent.
 - Valid Original Permanent Residency (PR) Card
 - The registry agent will take a photocopy of both sides of the permanent residency card.
 - If the card is expired, a Verification of Status letter from IRCC **may** be accepted, check with the registry agent.
 - Confirmation of Permanent Residence (COPR) document (IMM 5292 or IMM 5688)
 - The COPR must be issued within a year of this application.
 - Record of Landing (IMM 1000)
 - A Record of Landing is not acceptable if it has been stamped saying the person is no longer a permanent resident.

- Valid Work Permit
 - The work permit must be valid for at least 6 months from the date the Legal Change of Name Application is submitted.
- Valid Study Permit
 - The study permit must be valid for at least 6 months from the date the Legal Change of Name Application is submitted.
- Other documents **may** be acceptable, speak with a registry agent.
- The represented adult's name in Section B, must be exactly the same as it is on their Legal Name Document.
- Take the original immigration document with the completed Legal Change of Name Application to a registry agent office. They will take a photocopy of the immigration document and return the original to you. Faxes, photocopies, scans, etc. will be rejected.

Previous Name Change Documents

A copy of all previously processed legal changes of name (if any) **must** be provided for the represented adult.

- A Change of Name Certificate issued outside Alberta may be referred to as a deed poll, court issued name change order, etc.
- If a change of name was processed in Alberta and you do not have the Change of Name Certificate to provide, Vital Statistics will locate the record.
- If a change of name was processed outside Alberta and you do not have the Change of Name Certificate/document to provide, you must get one from the jurisdiction in which the change of name was processed.
- If a Change of Name Certificate/document is not in English, a notarized translation is required. See the [Foreign Language Documents](#) section below for acceptability details.
- Take the Change of Name Certificate/document with the completed Legal Change of Name Application to a registry agent office. They will take a photocopy of the document and return your document to you.

Certified Criminal Record Check (CCRC)

A certified criminal record check (CCRC) must be provided for the represented adult.

- A CCRC may be obtained from RCMP detachments, larger police service detachments, and approved private fingerprinting companies.
 - For a list of approved private fingerprinting companies, see rcmp-grc.gc.ca/en/private-fingerprinting-companies-accredited-by-the-RCMP
 - A CCRC from a non-accredited third party or online provider will be rejected.
 - To ensure you get what you need for an Alberta Legal Change of Name Application, **bring** this [Letter of Instruction for a CCRC](#) with you to the agency where you are getting the CCRC.
- A CCRC **must**:
 - contain the represented adult's name exactly as it is on their Legal Name Document in Section B.
 - contain the represented adult's correct date of birth.
 - have the
 - "Application Type" field state: "Other", and
 - "Application Specifics" field state: "Name Change Alberta".

- A CCRC must be submitted with the Legal Change of Name Application at a registry agent office **within 30 days** of the date noted in the body of the CCRC document.
 - If a CCRC is more than 30 days old when submitted to a registry agent, it will be rejected and a new CCRC will have to be purchased.
- A CCRC has 2 purposes.
 - To obtain the fingerprints of the represented adult changing their name.
 - Fingerprints are used to cross reference a person's new name with their criminal record (if the person has one).
 - To ensure the represented adult is eligible to have their name legally changed. A person is not eligible to apply for a legal change of name in Alberta when they have been convicted of specific designated offences listed in the [Sex Offender Information section, 490.011\(1\) of the Criminal Code \(Canada\)](#). Specifically:
 - been convicted of an offence under section 490.011(1)(a), (c), (c.1), (d), (d.1) and (e) of the Criminal Code of Canada; or
 - been designated a dangerous offender under section 753 of the Criminal Code of Canada; or
 - been designated a long-term offender under section 753.1 of the Criminal Code Canada; or
 - been designated a high-risk offender.
- Vital Statistics does not keep a CCRC on file.
 - Vital Statistics reviews the CCRC to ensure a person is eligible to have their name legally changed, then the CCRC is destroyed.
- Take the CCRC with the completed Legal Change of Name Application to a registry agent office.

Consents

- All guardians (if any other than you) **must** sign the Guardian's Consent in Section B.
 - If you cannot get a guardian's consent, a dispensation document is required; see [Dispensations](#) below.
 - You, the applicant, do not sign in the Guardian's Consent section. Your consent is obtained when you sign the Applicant's Affidavit for Legal Change of Name on page 5 of the Legal Change of Name Application.
- Consent signatures **must** be original.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.
- The represented adult does not sign the application.

Witnesses

- The consent of each guardian **must** be witnessed.
- A witness **must** sign the application (witnessing each guardian signing their consent).
 - A witness must be 18 years old or older.
 - A witness cannot be the applicant, a guardian, the represented adult, a stepparent whose name is being taken.
 - A witness cannot be named in the Legal Change of Name Application as anything but a witness.
- Witness signatures **must** be original.
 - Print the online Legal Change of Name Application and sign the form by hand.
 - Electronic signatures will be rejected, and a new application will be required.

Dispensations

- When a guardian's consent cannot be obtained, one of the following dispensation documents is required to dispense with that guardian's consent.
 - A copy of a dispensation order from the Alberta Court of King's Bench issued in accordance with Section 69 of the Vital Statistics Act; or
 - Government issued death certificate showing the guardian is deceased.
- If the guardian does not consent and a dispensation document is not provided, the legal change of name cannot be processed; the guardians consent remains required.

Fees

- Legal Change of Name Application Fee
 - The government fee is \$120.00 for each Legal Change of Name Application form.
 - The fee is paid to a registry agent at the same time a Legal Change of Name Application is submitted for processing.
- Registry Agent Service Fee
 - The registry agent will charge a service fee.
 - Check with different registry agents as their service fees will vary.
- Certified Criminal Record Check (CCRC) Fee
 - The fee for a CCRC is paid directly to the place where the CCRC service is provided.
 - Check with different CCRC service providers as their fees will vary.

Foreign Language Documents

- All required documents must be in English.
 - If a document is not in English, that document must be translated to English.
- A translation may be either
 - a notarized translation, which includes
 - a copy of the non-English document; and
 - the English translation of the document; and
 - an **original** affidavit from the person who translated the document swearing/affirming the translation is accurate
 - or
 - provided by a certified translating service, which includes
 - a copy of the non-English document; and
 - the English translation of the document; and
 - a statement from the translator.
- The expense of providing an English translation is the responsibility of the applicant.

Other Details

Name Restrictions

- New names are subject to restrictions. See alberta.ca/restrictions-respecting-personal-names for details.

Submitting the Legal Change of Name Application

- Ensure all information is entered correctly before you print the online Legal Change of Name Application form.
- **Errors**
 - If there is an error on the Legal Change of Name Application after you print it,
 - draw one line through the mistake and print the correct information near it.
 - put your initials beside the correction.
 - **Never** use correction tape/fluid (white-out). If you do, your application will be rejected and a new application will be required.
 - If there are too many errors, correct them online and print a new Legal Change of Name Application to submit. An application with too many errors may result in not getting what you want, the application being rejected, and/or a new change of name being required at your cost.
 - If you do not make the correction as noted, your application may be delayed or rejected.
- Documents that appear to have been tampered with will be rejected.
- Signatures on a Legal Change of Name Application must be original. Electronic signatures will be rejected, and a new application will be required.
- All pages must be submitted; missing pages may result in delays.
- Completed applications with all the required supporting documents must be submitted in person at an Alberta registry agent office. Applications sent directly to Vital Statistics will be rejected.
 - To locate a registry agent, see servicealberta.gov.ab.ca/find-a-registry-agent.cfm for details.

After the Legal Change of Name is Processed

- A Change of Name Certificate is issued for the represented adult whose name has been legally changed. The certificate will reflect the old name and the new name and is used to change documents from the old name to the new name, for example on an Alberta Provincial Identification Card.
- If the represented adult, whose name has been legally changed, is born in Alberta, their birth record will be updated with the new name.
- New Alberta birth certificates reflecting the new name may be purchased at a registry agent office. To locate a registry agent, see servicealberta.gov.ab.ca/find-a-registry-agent.cfm for details.
- If any Alberta birth certificates were surrendered as part of the Legal Change of Name Application, they are replaced free of charge with new ones reflecting the new name.
- If you surrendered Canadian birth certificates not from Alberta, [contact the jurisdiction](#) of birth to purchase new ones that reflect the new name.
- Further Amendments
 - A Legal Change of Name Application does not update Alberta marriage records (if any). If you want a marriage record that reflects an old name updated to the new name, request an amendment to the marriage record after you receive the legal change of name certificate.
 - A Legal Change of Name Application does not update the parents' names on Alberta birth records (if any). If you want a birth record that reflects an updated name for a parent, request an amendment to the birth record after you receive the legal change of name certificates.
 - See alberta.ca/correct-birth-marriage-death-record for amendment details.

***Terms (for the purpose of a legal change of name)**

- **Given Name**
 - This is the first name and all middle names. The names which precede a last name.
- **Last Name**
 - Family name or surname. The name used in common by members of a family.
- **Legal Name**
 - A person's legal name is dependent on where they are born.
 - Born in Canada: a person's name on their Canadian birth certificate.
 - Born Outside Canada: a person's name on the document which permits them to legally be in Canada; for example: Canadian Citizenship card, Permanent Residency (PR) card, etc.
- **Maiden Last Name**
 - This refers to the last name a person used before they got married and assumed their spouse's last name.
- **Mononym**
 - A name where there is no "given name" or "last name" distinction; culturally the person only has a "name". A mononym may have one or more words. Examples: Harpreet Singh, Grey Eagle Feather, Madonna, etc.

Contact Information

Service Alberta and Red Tape Reduction Contact Centre:

- **Phone:**
 - 780-427-7013 (Edmonton and area)
 - Toll free in Alberta: dial 310-0000 before the phone number
- **For the deaf or hard-of-hearing:**
 - TTY: 780-427-9999 (Edmonton and area)
 - Toll free in Alberta TTY: 1-800-232-7215

Email address for Vital Statistics:

- SARTR.VitalStatisticsLCN@gov.ab.ca

Mailing address for Vital Statistics:

- Vital Statistics
Box 2023
Edmonton, Alberta T5J 4W7